

GMS WSQ: Supervise Work Improvement Processes (MF-COM-303E-1)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

Course Objective

This course is developed to enable an individual to acquire supervisory skills and knowledge in supervising and implementing work improvement processes in the workplace.

Target Audience

This course is suitable for supervisory/managerial staff.

Prerequisites

- Able to speak, read and write in basic English or Participants with the following competency ratings from the Employability Skills System (ESS) are eligible:
- Listening/Speaking Min. Level 5
 - Reading/Writing Min. Level 5
 - Numeracy Min. Level 5

Course Outline

- Plan work improvement activities
- Implement work improvement processes
- Standardise improved work processes

Methodology

- Lecture Presentation
- Role plays / group discussion
- Work assignment

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
80% of hourly basic salary, capped at \$7.50/hr. Eligibility period: 1 Jan – 30 Jun 2021

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	→	→	\$481.50	- \$400.00 =	\$81.50
⊗	- SC aged ≤ 39 →	- All SPR →	\$481.50	- \$272.00 =	\$209.50

All prices stated are inclusive of 7% GST

- SC** : Singapore Citizen
SPR : Singapore Permanent Resident
⊗ : Not Applicable

SMEs : Defined as companies with:
 (i) at least 30% local shareholding; AND
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
 2. Attain at least 75% course attendance
 3. Successfully complete assessment and certified as competent
 4. Must not have enjoyed funding for the same course before
- For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Dates (2021) : *Please refer to SNEF website for available dates
 Duration : 2 days, 9am to 5pm (14 hours)
 Assessment : On a separate day (2 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin Shopping Centre

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Generic Productivity and Supply Chain – GMS WSQ**'

Enquiries:

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